

DD / S R E G I S T R Y  
F I L E Personal 3

Executive Director-Comptroller  
7E12 Hqs

I am advised that although the Honor and Merit Awards Board does not wish to list the Intelligence Medal of Merit under valor they do intend, in the future as in the past, to recommend this medal for valor in exceptional cases.

~~Signed~~

RLB

13 AUG 1965

Deputy Director for Support 7D18 Hqs

EO-DD/S:VRT:nfa (11 Aug 65)

Distribution:

- Orig - Adse w/O & 1 of DD/S 65-3687
- ✓ 1 - DD/S Subject w/cc of DD/S 65-3687
- 1 - DD/S Chrono

DD/S 65-3687: Memo dtd 13 AUG 1965 to ExDir-Compt fm DD/S, subj:  
Honor and Merit Awards

**CONFIDENTIAL**

13 AUG 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Honor and Merit Awards

REFERENCES : a. Memo dtd 24 July 65 for DD/S fr Ex. Dir.-Compt.  
reviewing proposed changes in Honor and Merit  
Awards Program

b. Memo dtd 4 Aug 65 for Ex. Dir.-Compt. fr DD/S,  
above subj

1. The Honor and Merit Awards Board met 4 August to again con-  
sider the revision of the controlling regulation, [ ]

25X1

2. Mr. [ ] presented your suggestion to establish a Certifi-  
cate for Outstanding Performance and a Certificate of Distinction for  
Valor. The Board was of the opinion that the present awards given for  
heroism or valor, the Distinguished Intelligence Cross, the Intelligence  
Star, and the Intelligence Medal for Merit, are sufficient for acts of  
valor performed by employees. The Intelligence Medal of Merit,  
although normally awarded for meritorious service, has also been given  
for acts of valor under conditions of hazard. The Board is of the  
opinion that this Medal is similar to the Bronze Star awarded by the  
Army.

3. As a result of the 4 August meeting, a new regulation will be  
prepared by Mr. [ ] Office for coordination. The regulation will  
set forth the Board's recommended awards for Valor, Performance, and  
Service as follows:

Valor

The Distinguished Intelligence Cross  
The Intelligence Star

Performance

The Distinguished Intelligence Medal  
The Intelligence Medal of Merit  
Certificate of Distinction  
Certificate of Merit

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Service

Certificate of Exceptional Service  
Length of Service Certificates  
Federal Service Retirement Certificates

4. The major changes are:

a. The elimination of the word "Merit" from the present Certificate of Merit with Distinction to avoid similarity and misunderstanding with the Certificate of Merit.

b. Establishment of a Certificate of Exceptional Service.

5. The Board desires that the Certificate of Exceptional Service will cover service in an area such as Saigon but the requirement of effective performance will avoid automatic presentation. Further, it will not be awarded for merely being present in a particular locale and will only be given for effective performance while serving under conditions of hazard or extreme hardship.

6. The DD/P representative recommended the deletion of the provision in the present regulation for making cash awards. None of the other members could see the logic of such action when cash awards have been authorized by the Congress. As a result, the proposed regulation, when written, will continue to show the availability of cash awards.

7. Unless you have received some information concerning an amendment to Executive Order 11016 from the Deputy Under Secretary of State for Administration, in answer to your letter of 2 June 1965, no progress has been made regarding the Purple Heart. No information has been received by this Office or the Office of General Counsel.

8. Mr. [redacted], Acting Chairman of the Board, will rewrite [redacted] with the above mentioned changes and he will circulate the document for the usual coordination.

Signed

R. L. Sannerman  
Deputy Director  
for Support

SA-DD/S:RBJH/ms (5 Aug 65)

Distribution:

Orig & 1 - Addressee

1 - DD/S Chrono

1 - DD/S Subject, w/REFS (DD/S 65-3487, 65-3010, 65-3547)

1 - SA-DD/S(RBJH), w/DD/S 65-3547, 65-3495, 65-3487

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65-4268/1  
DAS 65-3487

24 July 1965

MEMORANDUM FOR: Deputy Director for Support

Bob:

Per your request, I have reviewed the attached Honor and Merit Awards memorandum, and I agree that this is a good approach. I have some difficulty, however, with the Certificate of Exceptional Service. Can't we think of something which carries a connotation of valor? The Distinguished Intelligence Cross and the Intelligence Star do carry such a connotation, I suppose, because they are well recognized as being comparable to military awards for valor. For example, the Army has a Bronze Star which can be awarded for either meritorious service or valor. When it is awarded for valor, it has a special "V" on the ribbon. The Navy has a Commendation Medal.

I don't have any bright ideas but offer this suggestion for your consideration: Why not use the Certificate of Distinction as an award which could be given for either outstanding performance or valor? Perhaps when it is awarded for valor, it could be called the Certificate of Distinction for Valor. In any case, I would like to see us get some title which will be recognized without any elaboration as an award for valor.

If I may, I would also like to review the regulation with you before it is published.

[Redacted Signature]

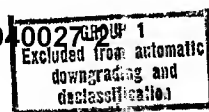
L. K. White

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TO: Executive Director	
ROOM NO. 7D-59	BUILDING HQS
REMARKS:  Colonel White:  Per our conversation today, attached is the proposed revision in the Honor and Merit Awards Program. I think it is a good approach.  I would appreciate any comments you wish to make.  <div style="text-align: center;"> R. L. Bannerman</div>	
FROM: Deputy Director for Support	
ROOM NO.	BUILDING

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DD/565-3010

29 JUN 1965

Executive Registry
65-4065

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Honor and Merit Awards

1. This memorandum is for your information.
2. For some months the Honor and Merit Awards Board has been considering proposals designed to accomplish the following policy changes in our present Awards Program:
  - a. to provide clearer delineation among the separate Honor and Merit Awards so the basic purpose of each Award and its relative precedence can be distinguished more easily.
  - b. to improve the means available for recognizing individuals assigned to hazardous areas or hazardous duties.
  - c. to clarify current policy with respect to cash emoluments that may accompany Honor and Merit Awards.
3. At its last meeting on 9 June the Honor and Merit Awards Board voted unanimously to support the attached revision to paragraph b of [ ] which, we believe, will accomplish all three of our objectives by making the following specific changes:
  - a. delineating Awards for Valor from those for Performance, and listing them in order of precedence under the two separate headings;
  - b. changing the title of the Certificate of Merit with Distinction to Certificate of Distinction and modifying its description (by eliminating reference to conditions of service, and other changes) so it will be clearly a Performance Award and its precedence easily discernible;
  - c. modifying the description of the Intelligence Medal of Merit so its relative precedence can be distinguished more readily;
  - d. creating a new Certificate of Exceptional Service, third in precedence among the Valor Awards, to recognize individuals who perform duty under conditions of hazard or extreme hardship;
  - e. deleting reference to cash emoluments from the descriptions of the Certificate of Distinction and the Certificate of Merit and providing in a new subparagraph b(3) that cash awards up to \$5,000 may accompany any of the four Performance Awards, the sum <sup>recommended</sup> in each case to be at the discretion of the Board.

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downgrading and
declassification

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SUBJECT: Honor and Merit Awards

4. The foregoing changes, plus pending action to extend the Purple Heart to civilians of non-military agencies, should materially strengthen our Awards Program. Before moving forward to coordinate the attached revisions in [redacted] with the Deputy Directorates, however, we are submitting them to you for information. Your concurrence in principle is especially desired with respect to the new Certificate of Exceptional Service since it represents an entirely new Agency Award.

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[redacted]

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Emmett D. Echols  
Director of Personnel

Attach: A/S

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SECTION VI: AWARDS

37. HONOR AND MERIT AWARDS

a. GENERAL (No change)

b. CIA HONOR AND MERIT AWARDS

(1) VALOR AWARDS

~~(1)~~ (a) The Distinguished Intelligence Cross (figure 1) may be awarded only to a person officially affiliated with CIA, for a voluntary act or series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.

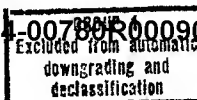
~~(2)~~ (b) The Intelligence Star (figure 3) may be awarded only to a person officially affiliated with CIA for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

(c) The Certificate of Exceptional Service may be awarded only to a person officially affiliated with CIA for performance of duty while serving under conditions of hazard or extreme hardship.

(2) PERFORMANCE AWARDS

~~(2)~~ (a) The Distinguished Intelligence Medal (figure 2) may be awarded only to a person officially affiliated with CIA for performance of outstanding services or for achievement of a distinctly exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the mission of CIA.

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~~(4)~~ (b) The Intelligence Medal of Merit (figure 4) may be awarded only to a person officially affiliated with CIA, for the performance of an especially meritorious service, or act, or achievement conspicuously above normal duties requiring a high degree of initiative and extra effort which have contributed to the accomplishment of the mission of CIA.

~~(5)~~ (c) A Certificate of ~~Merit with~~ Distinction may be awarded only to a person officially affiliated with CIA for sustained superior performance of service of duty of high value or a significant single act of special merit. under unusual conditions, including acceptance of hazardous situations, and may be accompanied by an emolument from \$200 to \$5,000.

~~(6)~~ (d) A Certificate of Merit may be awarded only to a person officially affiliated with CIA for sustained superior performance of duty or a significant single act of merit. and may be accompanied by an emolument of \$100.

## (3) CASH AWARDS

Cash Awards up to \$5,000 may accompany any of the four awards recommended for performance, the sum in each case to be at the discretion of the Honor and Merit Awards Board.

\* \* \* \*

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DD/S R. C. [unclear]  
FILE Personnel

4 AUG 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Honor and Merit Awards

REFERENCE : Memo dtd 24 July 65 to DD/S fr Ex. Dir.-Compt.  
reviewing proposed changes in Honor and Merit  
Awards Program

1. Immediately after your 24 July memorandum, concerning the Honor and Merit Awards Program, was received, Emmett Echols sent the attached memorandum and revised [ ] to each Board member setting forth a proposal requested by the DD/P Board member to reclassify the Certificate of Exceptional Service as a Service Award rather than a Valor Award. 25X1

2. This, according to Mr. [ ] was generally the Board's reaction at the time of its last meeting, for the Certificate was believed to be more like a Theater Ribbon than one for Valor. Valor was to be taken care of by the Distinguished Intelligence Cross and Intelligence Star. 25X1

3. Further, to obviate a general Theater award, the wording "for effective performance" is now included in the Exceptional Service Award definition, preventing an automatic award for just being present.

4. I have asked Mr. [ ] to make known your suggested solution to the problem by initiating a Certificate of Distinction for Outstanding Performance and a Certificate of Distinction for Valor. Both terms, "Outstanding Performance" and "Valor", would make specific requests for awards mandatory rather than a Theater Ribbon concept of automatic presentation.

5. We agree with Mr. Echols and Mr. [ ] that reference to cash awards should not be deleted from the Regulation. 25X1

6. I will advise you on the Board's recommended action after its 4 August meeting.

151  
R. L. Dummerman  
Deputy Director  
for Support

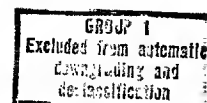
Attachments

As stated above.

SA-DD/S:REJH/ms (28 July 65)

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Orig & 1 - Addressee, w/Atts (DD/S 65-3495) 1 - Senior Training Officer, w/Atts  
1 - DD/S Chrono, w/o ATTS



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DD/S 65-3495  
HHS 40 DD/S 65 3547

26 JUL 1965

MEMORANDUM FOR: Members of CIA Honor and Merit Awards Board

SUBJECT : Proposed

1. Although I have not yet heard from all of the Board members concerning their comments on our proposed revision of  I have received the response of the DD/P member. With one exception, I personally react so favorably to the editorial and conceptual adjustments proposed that I have made up new drafts of HR  showing both the former text and the proposed new language and format.

2. I am sending to each Board member a copy of this new draft together with a copy of the original draft which you now have under consideration. I wish to make the revision of HR  an Agenda item for a meeting of the Board on Wednesday, 4 August, at 2 p.m., in Room 5-E-62.

3. You will note that the major change proposed by the DD/P member is the reclassification of the Certificate of Exceptional Service as a "Service Award" rather than a "Valor Award."

4. The other major proposed change is the deletion from the regulation of any reference to cash awards. This proposal was accompanied by the comment that so doing would not "prevent any Deputy Director from recommending to the DCI that a cash payment accompany any of the honor awards." Personally, I do not think that we should delete the provision for cash awards if there is any possibility that such cash awards might be appropriate with any of the Agency awards. I would therefore favor the retention of the cash award provision at an appropriate place in the revised DD/P version.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Attachments: 2

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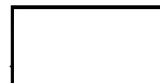
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COMMENTS

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SECTION VI: AWARDS

37. HONOR AND MERIT AWARDS

a. GENERAL

- (1) All employees and other persons officially affiliated with the Central Intelligence Agency are eligible for the CIA Honor and Merit Awards described in subparagraph b, below. These awards give particular recognition for the performance of personal deeds of valor, for ~~other~~ singularly important contributions to the national intelligence effort, and for meritorious performance. The national awards mentioned in subparagraph c, below, are also available in recognition of services for which Agency awards may not be considered fully adequate or appropriate. While all levels of Agency activity are urged to give immediate personal approbation in the form of oral congratulations or letters of commendation when acts of unusual merit or achievement are performed, no ~~any~~ formal recognition program may be established ~~conducted~~ by an Agency component without the approval of the Director of Personnel. ~~requires advance coordination with the Honor and Merit Awards Board.~~
- (2) Although the security factors present in many ~~while the ~~activity~~~~ ~~demanded by~~ Agency activities may limit ~~public~~ forms of public recognition, these ~~the~~ awards are administered so that outstanding performance may be recognized in a manner consistent with Agency security practices and cover considerations.

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## b. CIA HONOR AND MERIT AWARDS

## (1) VALOR AWARDS

- (a) The Distinguished Intelligence Cross (figure 1) may be awarded ~~only to a person officially affiliated with CIA~~ for a voluntary act or series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.
- (b) The Intelligence Star (figure 3) may be awarded ~~only to a person officially affiliated with CIA~~ for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

## (2) PERFORMANCE AWARDS

- (a) The Distinguished Intelligence Medal (figure 2) may be awarded ~~only to a person officially affiliated with CIA~~ for performance of outstanding services or for achievement of a distinctly exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the mission of CIA.
- (b) The Intelligence Medal of Merit (figure 4) may be awarded ~~only to a person officially affiliated with CIA~~ for the performance of an especially meritorious service, or act, or achievement conspicuously above normal duties requiring a high degree of initiative and extra effort which have contributed to the accomplishment of the mission of CIA.
- (c) A Certificate of Distinction may be awarded ~~only to a person officially affiliated with CIA~~ for sustained superior performance of duty of high value or a significant single act of special merit.

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- (d) A Certificate of Merit may be awarded ~~only to a person~~  
~~officially affiliated with CIA~~ for sustained superior  
performance of duty or a significant single act of merit.

~~(2) CASH AWARDS~~

~~Cash awards up to \$5,000 may be given any of the four awards~~  
~~for extraordinary service recommended in each case to be at the~~  
~~discretion of the Honor and Merit Awards Board.~~

formerly  
para d.

(3) LENGTH OF SERVICE AWARDS

formerly  
par. b(1)(c)

- (a) The Certificate of Exceptional Service may be awarded ~~only to~~  
~~a person officially affiliated with CIA~~ to Agency employees  
for effective performance of duty while serving under conditions  
of hazard or extreme hardship.

formerly  
par. d(1)

- (b) ~~CIA service~~ Agency employees are eligible for length Length  
of Service certificates are awarded to Agency employees after  
ten years of honorable service with CIA and after five additional  
years of service. Presentation ceremonies are held during September  
of each year.

formerly para  
d(2)  
Revised by PRS  
to be consistent  
with DD/P's version.

- (c) Federal service retirement certificates, which certify to the  
total number of years an individual has served in the Federal  
Government, are awarded to CIA employees upon retirement from  
Government service.

c. NATIONAL AWARDS

- (1) The National Security Medal (figure 5) may be awarded to any person  
who has made an outstanding contribution to the national intelligence  
effort. This contribution may consist of either exceptionally  
meritorious service performed in a position of high responsibility

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or an act of valor requiring personal courage of a high degree and complete disregard of personal safety.

- (2) On request, the Director of Personnel will furnish criteria for the other Presidential awards; ~~such as~~ the Presidential Medal of Freedom which may be awarded to any individual; and the President's Award for Distinguished Federal Civilian Service, which may be awarded to ~~five~~ five Government employees per year.

~~1/~~ d. AWARDS BY OTHER DEPARTMENTS OR AGENCIES. [No change except correcting subparagraph reference.]

~~1/~~ e. AWARDS BY COVER FACILITIES. [No change except correcting subparagraph references.]

~~1/~~ f. FOREIGN AWARDS. See   Foreign Awards, Decorations, and Gifts.

~~1/~~ g. ADMINISTRATION

- (1) The Honor and Merit Awards Program is conducted under the general jurisdiction of the Deputy Director for Support.
- (2) The Director of Personnel shall budget for and authorize payments by the Director of Finance of expenses in connection with the Honor and Merit Awards Program.

~~1/~~ h. HONOR AND MERIT AWARDS BOARD

- (1) The Honor and Merit Awards Board administers the Honor and Merit Awards Program. The Board consists of six voting members or their alternates, including the Director of Personnel who is permanent Chairman. A quorum shall consist of four voting members or their alternates. The Executive Director-Comptroller and the four Deputy Directors each appoint one member and one alternate to serve on the Board. A Recorder to the Board is appointed by the Chairman, and a

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Security Adviser is appointed by the Director of Security. The Office of Personnel shall furnish an Executive Secretary to provide administrative support to the Board.

- (2) The Board shall be responsible for:
- (a) Developing standards for Honor and Merit Awards;
  - (b) Reviewing and preparing recommendations to the Director of Central Intelligence on nominations for Honor and Merit Awards; and
  - (c) ~~Recommending~~ Establishing procedures to ensure that each Honor or Merit Award is presented in accordance with security requirements.

1. PROCEDURES

- (1) Nominations for awards (except Length of Service Awards) may be initiated by any CIA employee by the submission in duplicate of Form 600, Recommendation for Honor or Merit Award (figure 6). (Forms are available from the Recorder or the Secretariat, Honor and Merit Awards Board, and are also stocked in Agency supply rooms.) Nominations shall be transmitted to the Secretariat, Honor and Merit Awards Board, through the Operating Official and the Deputy Director or Head of the Independent Office concerned. The Deputy Director or the Head of the Independent Office, as appropriate, will forward the nomination to the Board with or without a recommendation. If the individual being recommended for an award is under the jurisdiction of a Deputy Director or a Head of an Independent Office who does not have jurisdiction over the nominee's Career Service, the nomination shall be forwarded to both of the officials concerned.

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Any additional data in justification of the proposed award should be attached to the form.

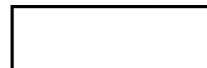
- (2) Each recommendation considered favorably by the Board shall be sent to the Director of Central Intelligence for approval or disapproval. The Recorder to the Board shall inform the Operating Official and the Deputy Director(s) or the Head(s) of the Independent Office(s) concerned of the decision of the Director. When a recommendation is not favorably considered by the Board, the Recorder shall so notify the officials concerned.

X/ 1. SPECIAL PROVISIONS no change

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## SECTION VI: AWARDS

## 37. HONOR AND MERIT AWARDS

## a. GENERAL

- (1) All employees and other persons officially affiliated with the Central Intelligence Agency are eligible for the CIA Honor and Merit Awards described in subparagraph b, below. These awards give particular recognition for the performance of personal deeds of valor, for other singularly important contributions to the national intelligence effort, and for meritorious performance. The national awards mentioned in subparagraph c, below, are also available in recognition of services for which Agency awards may not be considered fully adequate or appropriate. While all levels of Agency activity are urged to give immediate personal approbation in the form of oral congratulations or letters of commendation when acts of unusual merit or achievement are performed, any formal recognition program conducted by an Agency component requires advance coordination with the Honor and Merit Awards Board.
- (2) While the anonymity demanded by Agency activities may limit public forms of recognition, the awards are administered so that outstanding performance may be recognized in a manner consistent with Agency security practices and cover considerations.

## b. CIA HONOR AND MERIT AWARDS

(1) VALOR AWARDS

- (1) (a) The Distinguished Intelligence Cross (figure 1) may be awarded only to a person officially affiliated with CIA, for a

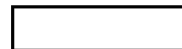
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voluntary act or series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.

(13) (b) The Intelligence Star (figure 3) may be awarded only to a person officially affiliated with CIA for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

(c) The Certificate of Exceptional Service may be awarded only to a person officially affiliated with CIA for performance of duty while serving under conditions of hazard or extreme hardship.

(2) PERFORMANCE AWARDS

(14) (a) The Distinguished Intelligence Medal (figure 2) may be awarded only to a person officially affiliated with CIA for performance of outstanding services or for achievement of a distinctly exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the mission of CIA.

(15) (b) The Intelligence Medal of Merit (figure 4) may be awarded only to a person officially affiliated with CIA, for the performance of an especially meritorious service, or act, or achievement conspicuously above normal duties requiring a high degree of initiative and extra effort which have contributed to the accomplishment of the mission of CIA.

(16) (c) A Certificate of ~~Merit~~ ~~with~~ Distinction may be awarded only to a person officially affiliated with CIA for sustained superior performance of duty of high value or a

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significant single act of special merit. ~~under unusual~~  
~~conditions, including acceptance of hazardous situations, and~~  
~~may be accompanied by an emolument from \$200 to \$3,000.~~

- (6) (d) A Certificate of Merit may be awarded only to a person  
officially affiliated with CIA for sustained superior perfor-  
mance of duty or a significant single act of merit. ~~and may~~  
~~be accompanied by an emolument of \$100.~~

(3) CASH AWARDS

Cash Awards up to \$5,000 may accompany any of the four awards  
for performance, the sum recommended in each case to be at the  
discretion of the Honor and Merit Awards Board.

c. NATIONAL AWARDS

- (1) The National Security Medal (figure 5) may be awarded to any person  
who has made an outstanding contribution to the national intelligence  
effort. This contribution may consist of either exceptionally  
meritorious service performed in a position of high responsibility  
or an act of valor requiring personal courage of a high degree and  
complete disregard of personal safety.
- (2) On request, the Director of Personnel will furnish criteria for  
Presidential awards, such as the Presidential Medal of Freedom  
which may be awarded to any individual, and the President's  
Award for Distinguished Federal Civilian Service which may be  
awarded to any ~~other~~ Government employee.

(per OGC)

d. LENGTH OF SERVICE AWARDS

- (1) CIA Service. Agency employees are eligible for length of service  
certificates after ten years of honorable service with CIA and

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after each five additional years of service. Presentation ceremonies are held during September of each year.

- (2) Federal Service. CIA employees, upon retirement from Government service, are eligible for a retirement certificate which certifies to the total number of years the individual has served in the Federal Government.

e. AWARDS BY OTHER DEPARTMENTS OR AGENCIES. [No change except correcting subparagraph reference.]

f. AWARDS BY COVER FACILITIES. [No change except correcting subparagraph references.]

g. FOREIGN AWARDS. See  Foreign Awards, Decorations, and Gifts.

h. ADMINISTRATION

(1) The Honor and Merit Awards Program is conducted under the general jurisdiction of the Deputy Director for Support

(2) The Director of Personnel shall budget for and authorize payments by the Director of Finance of expenses in connection with the Honor and Merit Awards Program.

1. HONOR AND MERIT AWARDS BOARD

- (1) The Honor and Merit Awards Board administers the Honor and Merit Awards Program. The Board consists of six voting members or their alternates, including the Director of Personnel who is permanent Chairman. A quorum shall consist of four voting members or their alternates. The Executive Director-Comptroller and the four Deputy Directors each appoint one member and one alternate to serve on the Board. A Recorder to the Board is appointed by the Chairman, and a Security Adviser is appointed by the Director of

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Security. The Office of Personnel shall furnish an Executive Secretary to provide administrative support to the Board.

- (2) The Board shall be responsible for:
- (a) Developing standards for Honor and Merit Awards;
  - (b) Reviewing and preparing recommendations to the Director of Central Intelligence on nominations for Honor and Merit Awards; and
  - (c) Recommending procedures to ensure that each Honor or Merit Award is presented in accordance with security requirements.

j. PROCEDURES

- (1) Nominations for awards (except Length of Service Awards) may be initiated by any CIA employee by the submission in duplicate of Form 600, Recommendation for Honor or Merit Award (figure 6). (Forms are available from the Secretariat, Honor and Merit Awards Board.) Nominations shall be transmitted to the Secretariat, Honor and Merit Awards Board, through the Operating Official and the Deputy Director or Head of the Independent Office concerned. The Deputy Director or the Head of the Independent Office, as appropriate, will forward the nomination to the Board with or without a recommendation. If the individual being recommended for an award is under the jurisdiction of a Deputy Director or a Head of an Independent Office who does not have jurisdiction over the nominee's Career Service, the nomination shall be forwarded to both of the officials concerned. Any additional data in justification of the proposed award should be attached to the form.

PERSONNEL



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- (2) Each recommendation considered favorably by the Board shall be sent to the Director of Central Intelligence for approval or disapproval. The Recorder to the Board shall inform the Operating Official and the Deputy Director(s) or the Head(s) of the Independent Office(s) concerned of the decision of the Director. When a recommendation is not favorably considered by the Board, the Recorder shall so notify the officials concerned.

k. SPECIAL PROVISIONS No change.

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